

# *Instructions to the Traveler*

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**Program Title:** VA & DoD Diabetes Educators' Conference

**TRACE Project No.:** 07.ST.PH.DIABC.A

**Hotel Information:** Renaissance Grand  
800 Washington Ave  
St. Louis, MO 63101

**Hotel Main Phone:** (314) 621-9600

**Fax:** (314) 621-9601

**Please note a block of rooms has not been reserved for this conference.  
Participants should extend their existing AADE hotel reservations on their own.**

**Registration Begins:** Tuesday, July 31, 2007 7:00 – 8:00 a.m.

**Program Begins:** Tuesday, July 31, 2007 8:00 a.m.

**Program Ends:** Tuesday, July 31, 2007 4:30 p.m.

**Travel Information:**

1. You will need to make your own airline & hotel reservations. A block of rooms has not been reserved for this conference.
2. Please follow your facility's instructions for obtaining your travel authority and any advance of funds.
3. Please **do not** schedule your return flight home less than two hours following the conclusion of the program.

**Dress Code:** Business casual. (e.g. men – shirts with collars, slacks. Ladies – blouses & sweaters, slacks.) You may wish to bring a jacket or sweater since meeting rooms are cold at times.

**Parking:** Parking for guests at the hotel is \$14/day, \$23/day for valet.

**Breaks:** Morning & afternoon refreshments will be provided courtesy of Employee Education System.

**Lunch:** On own for lunch. An optional networking time has been included.

**Logistical Questions:** **Regarding Registration:**  
Steve Brewer  
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VA Medical Center (142/JB)  
1 Jefferson Barracks Dr., Bldg. 48  
St. Louis, MO 63125

**Phone:** (314) 894-5791

**Fax:** (314) 894-6506

**Regarding Program:**  
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